

Meeting Minutes  
July 28, 2011  
6:45 p.m

**In attendance:** Tom Azlin (Amateur Radio Emergency Services), Ian Sterne (American Red Cross), Charles Monts (Boy Scouts of America); Jeff Katz (CERT), Tom Lambiase (Faith Communities in Action), Dianne Quebral and Rod Bubeck (MRC), Frank Vajda (Neighborhood Watch), Bonnie O'Leary (No. VA Resource Center for the Deaf and Hard of Hearing), Donna Spiewak (VIPS), Andrew Levy (Supervisor Representative At-Large), Glenda Devinney (Lee District), Charles Sneiderman (Mason District), Jean Zettler (Providence District), Jim Kirkpatrick (Springfield District), Karrie Delaney (Sully District), and Marcelo Ferreira (OEM)

The meeting was called to order by Chair Jean Zettler at 6:45 p.m.

**Old Business –**

The May 26, 2011 meeting minutes were approved.

FOIA explanations from May meeting – Still waiting on a more detailed explanation information. Marcelo Ferreira will disseminate information once he receives a response.

**Committee updates**

Outreach – Covered in main part of meeting by Committee member Karrie Delaney

Grants – Al Bass from OEM distributed the latest financial report. FY 2010 Citizen Preparedness Grant – should be coming out next month. FY 2011 UASI grants were pushed back until the fall. Al took questions regarding reductions in funding based on the current economy.

Membership – Jim Kirkpatrick, Committee Chair, provided an update on his contacts with the Salvation Army, which he proposed as a new Council member. His next “target” is the Girl Scouts. Jim also indicated he intended to go through the existing membership list and see who attends and who does not and 1) attempt to find out why those not attending don't attend and 2) possibly provide a list to the full Council of existing members who have not attended meetings for a while and consider “dropping them” as Members. Jim also mentioned that the National listing on the FX CCC had some inaccurate information, which Marcelo Ferreira said he would get fixed.

A motion was made by Jim Kirkpatrick, and seconded by Donna Spiewak that we accept the Salvation Army as a new member of the CCC. The motion passed. Liz O'Dell will represent the Salvation Army at CCC meetings. Jim read to the Council information on the Salvation Army that Ms. O'Dell had provided him.

**“Late Breaking” Member Updates Overview –** Donna Spiewak stated that the County program representative for VIPS has changed

**Affiliate organizations**

Neighborhood Watch – August 2, 2011 National Night Out. Information was provided regarding activities within 146 communities for the NNO.

Neighborhood Watch is planning a Neighborhood Watch Convention in October in Reston to promote Neighborhood Watch initiatives. This trial program that is likely to target select areas within Fairfax County.

## **New Business**

### Speaker for Next Meeting

A representative from the Chaplain Corp will be invited to speak 15-20 minutes at the next meeting.

### Parliamentary Procedures Training comments

Jim Kirkpatrick spoke about the training he attended regarding Parliamentary Procedure. He stated it was well done and that the presenter had a DVD on the subject that can be shared with different groups for a limited period of time.

### September Exercise (National Preparedness Month)

The Outreach Committee, on behalf of the CCC hopes to hold a CCC-sponsored preparedness event on September 10, 2011 (10:00 a.m. – 2:00 p.m.) at Fairfax Corner. A table event (approximately 10-15) is planned with information about preparedness as well as how people can join volunteer groups. Once the date is finalized, the Committee will design a marketing plan to advertise the event. Questions were asked about the parking difficulties and what would be done to manage that issue. MRC rep provided feedback regarding coordinating site plan. Questions were asked if the slogan “Get Ready Fairfax” could be used even though it is commonly used by the MRC. Dianne Quebral from MRC suggested getting a volunteer to assist with the vendors and laying out the site plan as it is very time consuming. She also suggested that the Committee consider doing a pre-briefing on September 6, 2011. Dianne thinks she has an existing marketing plan that may be used. Jean Zettler suggested vendors have something geared toward children to keep people engaged. Dianne also suggested balloons and face painting in a “kid’s area.” Al Bass will check into the availability of funds and what the money can be used for in planning and coordinating the event. Donna Spiewak asked if it was possible to have the theater at Fairfax Corner advertise the emergency preparedness fair on their marquee. The CCC will sponsor the event; if members are interested in exhibiting, they need to contact the Outreach Committee. Andrew Levy pointed out that the CCC should make sure we have a certain level of commitment for event participation, prior to committing any funds.

### Board of Supervisors Report – questions/comments

There were comments from the meeting attendees that the Report template is difficult to manage. Marcelo acknowledged that the Adobe forms program is difficult to work with. Donna Spiewak asked if the Core programs could be granted an extension. Marcelo agreed to extend the deadline to August 2, 2011.

### 7:20 - 8:30 Citizens Corps Council Strategic Planning Workshop--Part IV

- CCC Message
- CCC Marketing Plan
- Video Comments

The Outreach Discussion was led by Karrie Delaney. She presented a draft “Elevator speech” to define the purpose of the Citizen Corps Council. Members of the Council provided feedback suggesting a

change to the phrase “common goals” so that it encompasses the community goals of resiliency and preparedness. MRC rep requested that in the future the information be provided in advance of the meeting so that members can make suggestions with regard to wording possibilities. Karrie will revise the CCC message based on attendee suggestions and contributions.

Discussion ensued regarding what the role of the CCC is and how that message will be promoted to the public. The MRC rep raised the question of who is our target market with regard to membership.

The CCC internet page URL goes nowhere. Marcelo said the URL could be redirected to the Fairfax County site because marketing materials still reference the “dead” site. There will be a small monthly cost for this while the Council continues to “own” the site (approximately another two years).

**A Motion was made by Andrew Levy to approve the funding for the redirect (~\$12.99 per month) until the end of the contract term of two years. Seconded by Jean Zettler. Unanimously approved.**

Karrie asked how the CCC members wanted the Outreach Committee to proceed going forward. Dianne Quebral stated that the mission, vision and other critical factors need to be defined and suggested Marcelo contact the County’s OD&T group to facilitate a half-day workshop to identify these and other critical components of the marketing plan. Marcelo will contact OD&T for three available dates and will send out in a “survey monkey” a questionnaire to membership to vote on a date and time for the workshop.

#### Elections

Chair – Motion made by Andrew Levy; seconded by Jean Zettler to vote on Charles Monts for Chair. Mr. Monts was elected by the meeting attendees

Vice-Chair – Motion made by Ron Manzo; seconded by Charles Bubeck to vote on Karrie Delaney; Ms. Delaney was elected by the meeting attendees.

Secretary – Position remains vacant. Three individuals volunteered to assist with taking minutes on a rotational basis.

#### **Adjournment**

There being no further business, there was a motion to adjourn that was seconded and approved unanimously at 9:02 p.m.

Faithfully submitted,  
Glenda DeVinney, Secretary

## Update Form

<b>Organization:</b>	Fairfax Medical Reserve Corps (MRC)	<b>Date:</b>	July 28, 2011
<b>Member Updates</b>			
<ul style="list-style-type: none"> <li>On Wednesday, June 15th the Fairfax MRC supported two alert drills to test the response rates for a hypothetical request for availability. More than 2,200 volunteers who completed Orientation training were alerted and asked to respond within two hours during the workday for a hypothetical vaccination clinic on June 25<sup>th</sup>. Volunteers also supported a simultaneous alert drill for Health Department staff by taking calls and documenting alert responses. In addition, MRC volunteers assisted with verifying credentials and aiding in POD role assignments as part of the exercise. Even with a glitch in communication with a particular email system that many volunteers use, MRC volunteers had an overall response rate of 31% within the two-hour alert response timeframe. Follow up is being conducted now to determine the cause of the technical difficulty and determine a solution.</li> <li>On Saturday, June 25th, the Fairfax MRC participated in the Fairfax County Health Department's Public Health Emergency Response Exercise at two middle schools within the County. The purpose of the exercise was to evaluate the site setup procedures for Point of Dispensing Sites (PODs) for targeted mass vaccination of school-aged children and young adults simultaneously at two separate locations. A total of 28 volunteers participated at Kilmer Middle School in Vienna and Glasgow Middle School in Alexandria. MRC volunteers were assigned to fill key roles that would be required in a true scenario to properly set up a POD site. Both sites were able to complete the exercise successfully within the allotted timeframe.</li> <li>MRC Volunteers participated in a second training, Nuclear and Radiation Overview, from the Virginia Department of Health in June. More than 125 volunteers have completed this training. The class was offered via videoconference to MRC units across the state on issues related to nuclear and radiation events.</li> <li>Fairfax MRC Volunteers are supporting the Greater Prince William County MRC unit with medical and non-medical volunteers for the 150<sup>th</sup> Anniversary of the First Battle of Manassas/ Bull Run. The volunteers will be supporting Basic Life Support and Advanced Life Support tents being set up within the City of Manassas at various locations identified as living history sites as part of the Civil War anniversary events. Volunteers expect to assist emergency medical services by performing hydration, treating soft tissue injuries, and providing other emergency care. These volunteers have joined the Virginia Volunteer Health System and attended mandatory training so they could assist at these events. Volunteers within the VVHS system with events outside of Fairfax County, but within the commonwealth of Virginia.</li> </ul>			

## Update Form

<b>Organization:</b>	Community Emergency Response Team (CERT)	<b>Date:</b>	7/22/11
<b>Member Updates</b>			
<p>The Fairfax County CERT program continues its outreach and training classes for the community.</p> <p>The CERT operational and outreach efforts supported ViVa Vienna (May 28-30), the Herndon Festival (June 2-5) and Celebrate Fairfax (June 10-12). A CERT team provided traffic control assistance and race safety support for the Fair Oaks Volunteer Fire Dept. "Ambulance Chase" 5K race and Kids Fun Run on May 28th.</p> <p>The CERT program will again participate in the National Night Out (NNO) events across the county. A static CERT display and outreach efforts was requested for the Middleridge, Burke-Target, and Lake Braddock community NNO events. Additional CERT NNO participation is still in the planning stages.</p> <p>A CERT Outreach effort will be part of the exhibitions at the annual 4-H Fair at Frying Pan Farm, August 6 &amp; 7.</p> <p>CERT has been asked to provide a display for a corporate Emergency Management event to coincide with National Preparedness Month, on September 9, 2011. Each year we are asked to support several corporate events in Fairfax to recruit new CERT volunteers and to promote community volunteerism within their organizations.</p> <p>The next two CERT Level 2 classes (56 &amp; 57) are scheduled to take place at the Fairfax County Fire &amp; Rescue Academy in August-September. The seven class curriculum concludes with the Final Exercise on October 29 at the Lorton Fire &amp; Rescue Training Facility.</p> <p>The Fairfax County CERT program has been working with the County Adult Education Program to support the offering of the CERT Basic curriculum in the Fall. These 20-hour classes will be held at the Plum Center for Lifelong Learning in September (weeknights), October (weekends) and November (daytime).</p> <p>The goal of the Fairfax County CERT program continues to be focused on raising the public's preparedness and awareness of the many training and information sources available through the County. The CERT program relies on OUTREACH events as well as a CERT Blog, Twitter and Facebook to spread the word.</p>			

**Update Form**

<b>Organization:</b>	VIPS/APO Program	<b>Date:</b>	7/12/11
<b>Member Updates</b>			
<p>The APO Academy had their graduation ceremony June 17, 2011 APO Level IV in-service training is scheduled to start this summer Citizens Police Academy's next sessions are scheduled for:</p> <p>September 15, 2011 to November 19, 2011 March 1, 2012 to May 5, 2012 September 13, 2012 to November 2012</p> <p>Questions or to request an application, call 703-280-0713 or go to the FCPD Website (<a href="http://www.fairfaxcounty.gov/police/services/citizens-police-academy.htm">http://www.fairfaxcounty.gov/police/services/citizens-police-academy.htm</a>) to download application or complete the on line form to contact staff.</p> <p>VIPS and APOs assisted with various DWI checkpoints, role playing exercises, Fairfax Fair and other police department special events.</p>			

### Update Form

<b>Organization:</b>	The American Red Cross of the National Capital Area	<b>Date:</b>	7/25/11
<b>Member Updates</b>			
<p>Since the last Citizen Corps Meeting the American Red Cross of the National Capital Region in Fairfax County has accomplished the following:</p> <ul style="list-style-type: none"> <li>* Responded to 5 disasters (in Fairfax).</li> <li>* Distributed over \$850 in emergency aid to clients (in Fairfax).</li> <li>* Conducted a full scale shelter exercises in the City of Fairfax that was part of a much larger 11 state drill conducted by the Red Cross</li> <li>* Participated in Fairfax EOC drill</li> <li>* Been an active participate of the Fairfax County PDRP (Post Disaster Recovery Project) committee</li> <li>* Been an active participate of the Fairfax Local Emergency Planning Committee</li> <li>* Participated with special events at Ft. Belvoir &amp; Davison Army Airfield</li> <li>* Volunteers from Fairfax have deployed to South &amp; North Dakota to assist with response to flooding, and Missouri for Tornado relief</li> <li>* Gained a new Director of Emergency and International Services, Paul Carden.</li> <li>* Volunteers from the Fairfax Office have participated with the following local special events <ul style="list-style-type: none"> <li>- Operation Rolling Thunder (Canteen w/ ACFD)</li> <li>- 4<sup>th</sup> of July on the National Mall and GWMP (George Washington Memorial Parkway) (Go-Teams, EOC Liaisons, Canteening etc.)</li> <li>- 150<sup>th</sup> Anniversary of the battle of Manassas/Bull Run (Go-Teams, EOC Liaison, Logistics, Canteening etc.)</li> </ul> </li> </ul> <p>Questions or Comments can be sent to Ian Sterne 703-584-8741 or e-mail <a href="mailto:sternei@redcrossnca.org">sternei@redcrossnca.org</a></p>			

## Update Form

<b>Organization:</b>	Amateur Radio Emergency Service (ARES)	<b>Date:</b>	24 July 2011
<b>Member Updates</b>			
<p>Accomplishments since 24 May 2011 report</p> <p>Activated in support of an internal OEM EOC logistics exercise on 3 June by staffing the AEOC, EOC, and the OEM communications vehicle ham radio stations.</p> <p>Activated the EOC Amateur Radio Station during the annual American Radio Relay League Field Day on Saturday, June 25th. Field Day is an annual emergency communications training exercise for North American where several thousand Amateur Radio clubs and public service groups set up or activate emergency ham radio communications. Activating an EOC station is one of several participation categories.</p> <p>Provided communications support as part of Prince William County ARES team's activation by the City of Manassas for the Civil War 150 weekend.</p> <p>Met monthly with the EOC Manager to get OEM tasking and to report status on ARES staffing, projects and plans.</p> <p>Plans for the next period:</p> <ol style="list-style-type: none"> <li>1. Hold regular meetings at the AEOC on the 4<sup>th</sup> Thursdays of each month. These are open to all interested hams.</li> <li>2. Hold three training/equipment maintenance sessions during the third quarter 2011 to continue developing communications skills at the AEOC, EOC and field locations in the county. This will include testing the new AEOC HF/VHF/UHF station and antennas at the AEOC in the Fairfax County Government Center as well as continuing a planned intra-county HF communications test.</li> <li>3. Hold training radio nets each week to include a local net on a Fairfax repeater and participating in the state wide Old Dominion Emergency Net – Digital and Virginia Digital Net.</li> <li>4. Execute plans for training and software testing for the go kits and the AEOC/EOC station laptops.</li> </ol> <p>Tom Azlin, N4ZPT. Fairfax County ARES Emergency Coordinator/RACES Coordinator</p>			



**Update Form**

<b>Organization:</b>	Jim Diehl, Dranesville Rep	<b>Date:</b>	7-11-2011
<b>Member Updates</b>			
<p>I contacted Supervisor Foust and would like to report back:</p> <ul style="list-style-type: none"><li>- Regarding the Annual Report, he had no special interest items beyond the summaries submitted by the Core Groups.</li><li>- With respect to improving the County's readiness to handle multiple emergencies and securing key installations, while effecting a civil evacuation, he concurred that CCC's initiatives on building rosters of vetted volunteers, augmented by prior liaison with organizations like the Virginia Defense Force, are steps in the right direction. Further augmentation for the FCPD, beyond VIPS, would similarly help improve the County's emergency preparedness.</li></ul> <p>.</p>			